

CAREER COLLABORATIVE - EMPLOYMENT ASSISTANT

Career Collaborative is a non-profit that ends poverty for working-class families by helping adults get, keep, and succeed at good jobs. We are a national leader in employment retention.

Opportunity

We are seeking a highly motivated individual to become a member of our job search team. Our Employment Assistant works directly with clients preparing them for their job search, helping them to find and apply to job opportunities.

Key Responsibilities

- Assist clients in writing effective resumes, finding job opportunities, and preparing applications that lead to interviews
- Coach candidates during job-search
- Collaborate with staff in facilitating information sessions, the Job Search Course, matching candidates with jobs, helping clients with practice interviews
- Assist with recruiting new clients, new employers, and/or volunteers, as needed
- Monitor and report on participants progress
- Provide referrals to resources in the community

Growth opportunities

- Teaching, coaching participants after placement and building relationships with collaborating employers and volunteers.
- You will acquire skills in all aspects of career search.

Qualifications

- The ideal candidate will have stable work history and/or substantial volunteer work, can demonstrate an ability to establish and maintain professional relationships, and possesses a high level of commitment to helping a diverse population of job seekers build careers and change their lives
- Excellent interpersonal communications and writing skills
- Effective working on a team as well as independently
- Good at identifying success factors and helping others work through challenges
- Able to multi-task and work with shifting priorities; quick, analytical, and thorough
- Must be able to work sensitively and effectively with adults of diverse educational, socio-economic, and cultural backgrounds
- College education preferred

Working Environment

We value team work, inclusiveness, diversity, learning and flexibility to use staff's strengths to develop and enhance workforce development programs.

Career Collaborative is strongly committed to a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and strengths, Career Collaborative can better serve our local communities and continue to provide quality services.

**TO APPLY for the *Employment Assistant* position: Send cover letter *and* resume to
Nancy@CareerCollaborative.org.**

This is a full-time position with benefits. Unfortunately, we cannot accept calls about this position.